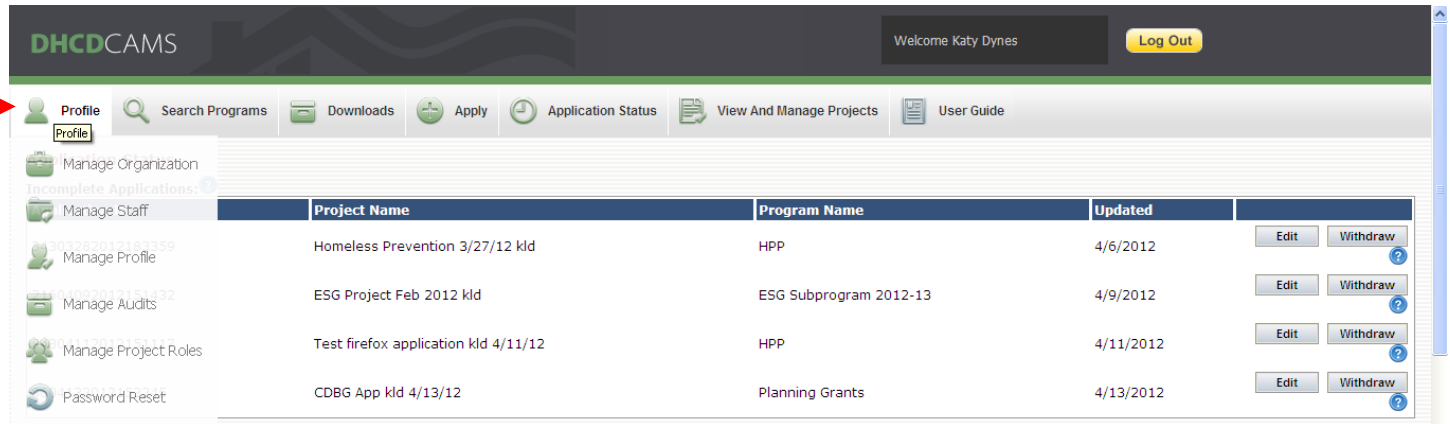# User Reference Document - Manage Staff

A CAMS login ID and password are required to access the Manage Staff page. Additionally, only the Profile Manager or Head of the Organization can make updates to this page.
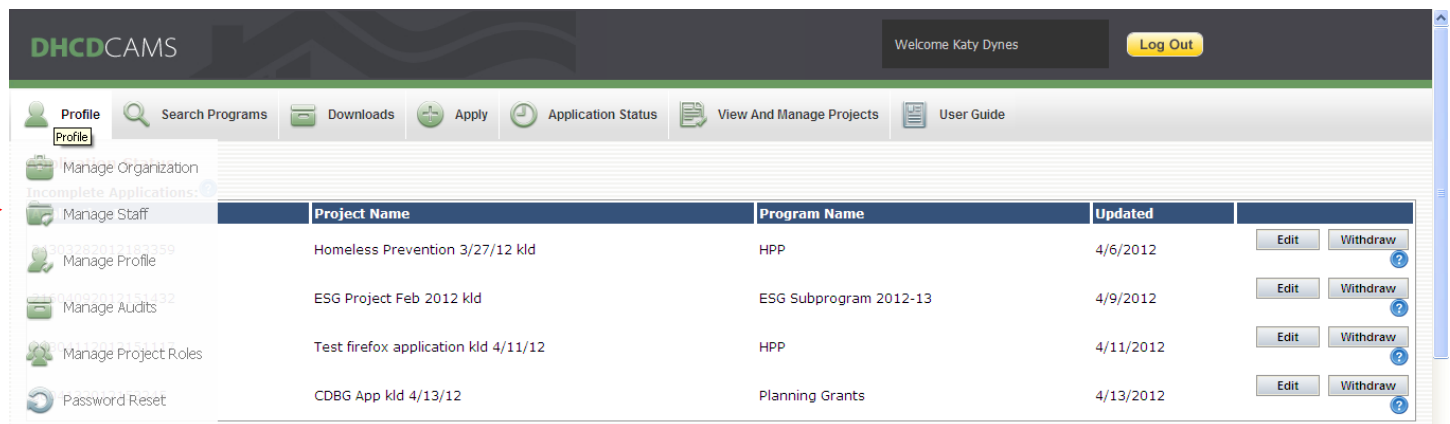
Log into CAMS with a valid ID and password
Select the **Application and Programs** menu. Hover over the **Profile** menu at the top of the screen to view the available pages.

Select Manage Staff.

User Reference Document - Manage Staff

Manage Staff allows the Profile Manager to add or remove staff, edit some profile information, or update their roles. General access to CAMS is granted on this page, while access to specific projects is granted once an application is approved. Project access may also be added and is maintained under ***Manage Project Roles***. A link to the User Reference Document is provided here for ease of access to the details on that topic.

Name, email, title and work phone are required when adding a new staff member under Manage Staff. Optional fields below as well as other details may be entered by the user from the ***Manage Profile*** page once they log in for the first time. If no Primary Role is assigned, **display only access** in the form of the "Organization Review" role is the default. Click on the information symbol next to the Primary Role field to see a list of roles and their descriptions. Once all required data is entered, click on the **Add** button to add the new user.

If information is entered in error and is still displayed in the edit fields at the top of the page, the **Reset** button may be selected to reset the fields to blank. If a staff member has left the organization, or their access to CAMS is no longer needed, select the **Remove** button next to their name to remove their access. Any projects a staff member is assigned to should be updated prior to deleting their CAMS access.

Once the **Add** button is selected an email, like the example shown below, will be sent to the new user indicating their new password and the person who granted their access to CAMS as the contact person.

Example of new user email